



## **Job Description and Person Specification**

### **Support Worker 35hrs per week**

Fife Young Carers are looking for a Support Worker to join an enthusiastic and busy team working towards providing quality support and services to Young Carers across Fife.

Based within an exciting new office in Glenrothes, you must be willing to travel throughout Fife and occasionally further.

You will be **paid** £25,603 - £26,395 per annum starting at the lower scale and rising incrementally until the top salary is reached. This post requires flexible working hours which will include some evening and weekend work. This post will also include facilitating some respite trips and residential stays.

**Travel** expenses will be paid in accordance with current mileage allowances or at cost if public transport is used.

**Annual Leave** entitlement is 35 days per year inclusive of Public Holidays, this rises annually until a ceiling of 40 days is reached.

A full **disclosure check** through the PVG scheme is mandatory.

**Reporting** directly to a Service Manager, you will be responsible for providing holistic support to young carers aged up to age 18. You will be part of a team of staff and volunteers, all of whom are expected to contribute to the design and delivery of services to young carers and the development of the organisation.

Fife Young Carers has grown rapidly recently allowing us to increase our impact on young and young adult carers and to innovate in the way we work. This job might be for you if:

#### **You are awesome at**

- Working with vulnerable children, young people, and families in a variety of settings.
- Delivering group work and one to one support.
- Listening and communication skills.
- Working on your own initiative and as part of a team.
- Recording, monitoring, and evaluating work.

#### **You are good at**

- Prioritising and organising your own workload.
- Developing and managing projects.
- Understanding child and young adult development



- Understanding young carers and young adult carers issues and being able to empathise and offer emotional support.
- Using Microsoft Packages and are computer literate.
- Understanding the needs of young carers and their families.
- Report writing.
- Developing and maintain professional relationships.

#### **You also have**

- Experience of providing supervision and/or structured support to staff and/or volunteers.
- A commitment to the Rights of Children and Young People
- Knowledge of children and young people's rights and the legal implications of working with young people such as Child Protection
- An awareness of, and ability to work within, national & local strategies, legislation and policies relevant to Young Carers and Young Adult Carers such as GIRFEC.
- Experience of working with vulnerable children and young people
- Enthusiasm and confidence
- An approach which is flexible, solution focussed and innovative.
- An Understanding of, and commitment to, the promotion of equal opportunities policy and practice, with specific reference to the rights of children, young people and their families
- Understanding of current policy and trends in young carers issues, community care, health and social services
- Full and valid driving licence and access to a vehicle during working time.
- Relevant Education, Community Development, Social Care or Youth Work Qualifications or skills and experience to SCQF level 7.

Please complete and return the application form, located on our website, and return to [admin@fifeyoungcarers.co.uk](mailto:admin@fifeyoungcarers.co.uk).

**Closing Date:** Thursday 20<sup>th</sup> June, 5pm, or earlier if enough applications are received.

**Interview Dates:** Thursday 27<sup>th</sup> June 2024. Interviews are in person at our Glenrothes base.

If you would like to discuss this further before applying, please contact our office number 01592 407262. We look forward to hearing from you.